

CLASS SPECIFICATION

Yuba County

March 2007

CLASS TITLE: Chief Deputy Clerk / Registrar of Voters

FLSA STATUS: Exempt

JOB SUMMARY:

Assists the County Clerk-Recorder in carrying out a variety of complex professional and technical activities in support of the County Clerk/Elections Division. Provides day-to-day oversight of technical staff including, assigning, directing, supervising and reviewing the work; oversees election and clerk activities and performs related work as assigned.

CLASS CHARACTERISTICS:

This management class is responsible for the oversight of clerk/elections functions. The incumbent provides back-up and is familiar with the basic policies and procedures in other areas of responsibility to include recorder functions. The incumbent acts on behalf of the County Clerk-Recorder in their absence and may be required to make presentations to the Board or other departments, groups or agencies. This class is distinguished from the County Clerk-Recorder in that the latter is an elected official and has overall statutory and management responsibility for the clerk/election functions and staff.

EXAMPLES OF DUTIES:

Essential:

- Plans, organizes, assigns and evaluates the performance of subordinate staff.
- Assists in the interview and selection of staff; manages the training of staff.
- Assists in the preparation and administration of the division budget.
- Assists in formulating and establishing departmental goals, objectives, policies, procedures and work standards; implements departmental policies and procedures.
- Performs project management.
- Directs and manages day-to-day clerk functions to include the issuance of marriage licenses, fictitious business name statement filings, vital record certified copies, CEQUA filings and passport applications to ensure compliance with applicable statutes and/or regulations.
- Directs and manages day-to-day elections functions to include voter registration, candidate filing, election material preparation, vote tally, canvass, and certification to ensure compliance with applicable statutes and/or regulations.
- Manages elections held on behalf of special districts and municipalities within the county.
- Manages special projects to include the implementation of new automation, automation enhancements and/or procedural mandates.
- Manages election physical security to include computer hardware and applications, Direct Recording Electronic (DRE) voting equipment, storage facilities and some election documents.
- Maintains a current knowledge of laws and regulations related to the work; implements legislative mandates and improves work procedures.
- Establishes and implements security procedures to ensure the integrity of the voting process to include candidate filings, absentee ballot processing, and vote tally/canvass.
- Oversees the collection and distribution of fees to appropriate organizations as mandated by statute and/or county regulation and ordinance. Verifies balancing of all financial reporting.
- Maintains records, prepares periodic reports and implements changes, updates and required corrections.

- Assists in tallying paper and electronic ballots using optical scan ballot counting hardware and appropriate ballot tally applications.
- Researches and assembles information to develop instructions, guides, specialized documents and other written material explaining codes, policies and procedures for the public and for staff training and development.
- Provides verbal and written explanation of complex laws, codes, regulations, procedures and policies to the public, other county departments, government agencies, legal advisors, special districts, candidates and businesses regarding elections and clerk filing requirements.

Important:

- Use standard office equipment, including a computer, in the course of the work.
- May be required to drive a personal or county motor vehicle to attend meetings.

QUALIFICATIONS:

Knowledge of:

Principles and practices of employee supervision, including selection, work planning, organization, performance review and evaluation, employee training and discipline.
Principles and practices of election administration.
Principles and practices of vital record maintenance/filing.
Principles and practices of administrative analysis and research.
Record keeping, and bookkeeping practices, principles and procedures.
Administrative principles and practices, including program development, implementation, goal setting and evaluation.
Applicable laws, rules and regulations.
Computer applications related to the work.
Business arithmetic
Correct business English usage
Techniques for dealing with individuals of various ethnic and socio-economic groups, often in situations, which may be difficult or confrontational.

Skill in:

Planning, assigning, training, supervising, reviewing and evaluation the work of others.
Assisting in the development and implementation of goals, objectives, policies and procedures.
Performing document examination.
Interpreting, applying and explaining complex laws, regulations and procedures.
Understanding, interpreting and applying provisions of the California Elections Code to specific situations.
Exercising sound, independent judgment within general procedural guidelines.
Maintaining accurate records and files.
Preparing clear, accurate reports, correspondence and other written materials.
Making accurate arithmetic and statistical calculations
Establishing and maintaining effective working relationships with county staff and the public, occasionally in stressful situations.

Ability/Physical Requirements:

- Strength and mobility to lift and/or maneuver up to 50 lbs.
- Mobility to work in a typical office setting, use standard office equipment, may require ability to drive a motor vehicle.

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- Vision to read printed materials and a computer screen for prolonged periods of times.
- Hearing and speech to communicate in person or over the telephone.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Working Conditions:

- Generally a typical office environment.

Licensing and Certification:

- Ability to obtain a valid California Class C driver's license within thirty (30) days of employment.
- Successful completion of the California Association of Clerk and Election Officials Professional Elections Administrator Certification with the first twelve (12) months, unless extended by the County Clerk-Recorder due to unavailability.

Background: The minimum and preferred requirements for this position are described below:

Minimum: Equivalent to an bachelor's degree with major course work in business administration, geography, history, political science, public administration or a field related to the work **AND** five (5) years of progressively responsible experience which involved researching and/or processing documents in accordance with laws, codes and/or other regulations including one (1) year of comprehensive election operations experience or experience in a City or County office that would have provided the required knowledge and skills. Additional progressively related experience, as described above, may be substituted for the education on a 1 month experience for 1.25 college units' basis.

Preferred: In addition to the above minimum requirements, additional years of experience conducting elections.

This Class Specification lists the major duties and requirements of the job. Incumbent may be expected to perform job-related duties other than those contained in this document.

Dept Initials: _____
Date: _____

Cindy Clark

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Personnel Initials: _____
Date: _____